

## **Instructions to Offerors**

**DRTFR53-17-R-00006**

### **“Liquefied Natural Gas (LNG) Tank Car Tender Cabinets”**

#### **Request for Proposal**

The Federal Railroad Administration (FRA) intends to award a Firm-Fixed-Price (FFP) contract with a Time and Material (T&M) CLIN for the fabrication of two (2) Liquefied Natural Gas (LNG) tender cabinets, installation of one (1) tender cabinet on a Federal Railroad Administration (FRA) tank car and technical support services during preparation and execution of impact testing at the FRA Transportation Technology Center in Pueblo, CO.

#### **Evaluation Criteria**

1. **Technical Approach**

Offerors will be evaluated on their technical approach to accomplishing the SOW tasks. The technical approach shall demonstrate the offeror’s understanding, knowledge, and flexibility in accomplishing the Statement of Work (SOW) tasks. Offerors must address each SOW task separately, including a description of their methodology for completing the tasks.

- **Page Limit: 10 pages**

2. **Key Personnel**

Offerors will be evaluated on their proposed key personnel. Offeror shall submit the resumes of the project’s key personnel. Resumes shall demonstrate relevant education and experience for performing work similar to the SOW tasks.

- **Key Personnel Individual Resume Page Limit: 2 pages (per resume)**

3. **Past Performance Page Limit: 3 Pages**

Offerors will be evaluated on their past performance on projects of similar size, scope and relevance. Specifically, offerors shall be evaluated on the quality, schedule, cost control, business relations and management of key personnel on that previous work. In addition to describing their related past performance, offerors shall provide the names and contact information for three (3) contracts, performed over the last three (3) years of similar scope, size, complexity and pertinence. Offerors may include work performed for both government and non-government clients as well as work performed as a subcontractor. Offerors shall submit the attached contract past performance questionnaire to the three contacts and **insure the contacts return the forms** directly via email to the Contract Specialist, Isaac Rosier, Jr. at [isaac.rosier@dot.gov](mailto:isaac.rosier@dot.gov), no later than

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(5) five days after close of the request for proposal. Furthermore, Offerors shall submit three (3) references with names and contact information. Other information such as information available from web searches, technical evaluator knowledge and information from the Past Performance Information Retrieval System (PPIRS) may also be used to evaluate past performance.

- **Page Limit: 5 pages** (excluding questionnaires).

4. **Price**

Offerors shall submit a fixed-price proposal for this requirement with the total proposed price broken down by direct labor, overhead, materials, other direct costs and g&a for the fabrication CLIN. For the T&M CLINs to provide Technical Support Services, submit direct labor categories, fully loaded direct labor rates and associated material required to support the impact testing. The firm-fixed-price proposal shall be for the entire period of performance but shall include a price breakdown by “phase”. Include a proposed milestone payment schedule tied to deliverables for each phase in the SOW to facilitate invoicing and payments.